

**BOSTON COLLEGE
FACULTY POSITION INFORMATION
FORM 1**

INSTRUCTIONS: This form should be used when a department has determined that a faculty position is or may be available. Prepare in triplicate. Submit the original to the **Office for Institutional Diversity**. Forward one copy to the Provost/Dean of Faculties. Hold one copy for your departmental records. The faculty search process begins with the conveyance of this form.

<i>Job Group Underutilization *</i>							
Appointment Year: _____							
FEMALE				MINORITY			
#	%	Avail %	Underutilized?	#	%	Avail %	Underutilized?
Professors:	_____	_____	_____	_____	_____	_____	_____
Associates:	_____	_____	_____	_____	_____	_____	_____
Assistants:	_____	_____	_____	_____	_____	_____	_____

Department: _____ School/College: _____

Appointment Date: _____

Position Title: _____ Specialization Required: _____

Rank: Professor Associate Professor Assistant Professor
 Other (specify): _____

Type of Faculty Appointment: Tenured-Track Non Tenured-Track Full-Time Adjunct
 Other (specify): _____

Brief Description: _____

Qualifications Required: _____

OUTLINE STRATEGIES THAT WILL BE USED BY YOUR DEPARTMENT TO RECRUIT OR TARGET MINORITIES AND/OR WOMEN IN ORDER TO ACHIEVE AFFIRMATIVE ACTION HIRING GOALS (i.e., describe targeted efforts specifically designed to recruit minority (Black, Hispanic, Asian/Pacific Islander and Native American/Alaskan Native) and female academics:

ATTACH THE POSITION DESCRIPTION AND COPIES OF RECORDS THAT DOCUMENT PROCEDURES AND GUIDELINES USED BY YOUR DEPARTMENT FOR ORGANIZING THE FACULTY SEARCH (i.e., names of search committee members, guidelines, dates, scheduled meetings, etc.).

* "**Underutilization**" is defined as having fewer minorities or women in a job group that would reasonably be expected by their availability. If comparison between incumbents and "availability" yields underutilization, goals are set as targets, requiring good faith efforts (Title 41 CFR 60-2.14 to 2.16). University-wide raw availability is provided by OID, but a department may use labor force data specific to its discipline to refine the availability. OID will collaborate with the departments to refine their estimated availability as necessary.

Date: _____

Signature: _____